

Individual Home Help Provider

New Enrollment Instructions



“Working to protect, preserve and promote the health and safety of the people of Michigan by listening, communicating and educating our providers, in order to effectively resolve issues and enable providers to find solutions within our industry. We are committed to establishing customer trust and value by providing a quality experience the first time, every time.”

-Provider Relations

Checklist

*****You must complete the application within 30 days of starting it*****

For anyone who wants to become a *new* Home Help Provider:

- Have paper and a writing utensil nearby
- Create a MiLogin user ID and password
- Gain access to CHAMPS
- Fill out the Provider Enrollment Application
- Track your Application
- Application Approved

Contact the Provider Support Helpline if you need assistance:

1-800-979-4662

Register for MiLogin and CHAMPS

MiLogin is the State of Michigan Identity, Credential, and Access Management (MICAM) solution. All users who need access to the information within CHAMPS must obtain a MiLogin User ID and Password.

CHAMPS (Community Health Automated Medicaid Processing System) is the MDHS application where providers enroll, update provider enrollment information, and report services performed.

As of October 28, 2023, MiLogin Third Party has been rebranded to MiLogin for Business.

Register for MiLogin and CHAMPS

- Open your web browser (e.g., Internet Explorer, Google Chrome, Mozilla Firefox, etc.).
- Enter <https://milogintp.Michigan.gov> into the search bar.
- Click create an account.

The screenshot displays the 'MiLogin for Business' website. The header includes the Michigan state logo and the text 'MiLogin for Business', with 'Help' and 'Contact Us' links on the right. The main content area is split into two sections. The left section, on a dark blue background, features the heading 'Michigan's one-stop login solution for business' and a sub-heading 'MiLogin connects you to all State of Michigan business services through one single user ID. Whether you want to renew your business license or request an inspection, you can use your MiLogin for Business user ID to log in to Michigan government services.' A teal arrow points from this text to the right section. The right section, on a white background, is titled 'Welcome to MiLogin for Business'. It contains two input fields: 'User ID' and 'Password'. Red arrows point to the right side of each input field, with the text 'Lookup your user ID' and 'Forgot your password?' appearing below them. Below the input fields are two buttons: a teal 'Log In' button and a white 'Create an Account' button with a red border. The footer contains 'Copyright 2023 State of Michigan' on the left and 'Policies' on the right.

Register for MiLogin and CHAMPS

- Enter an email address.
- Check the 'I'm not a robot' checkmark.
- Click Next Step.

Don't have an email address? There are several email providers who offer an email address and services at no cost. A few popular email providers are listed below.

- Gmail: <https://www.google.com/gmail/about/#>
- Yahoo Mail: <https://login.yahoo.com/account/create>
- Microsoft Live Hotmail: <https://outlook.live.com/owa/>

These commercial provider organizations are **not affiliated with the State of Michigan**. Your email messages will not be stored on the State of Michigan systems.

The screenshot displays the 'MiLogin for Business' registration interface. The top navigation bar includes the Michigan state logo, the text 'MiLogin for Business', and links for 'Help' and 'Contact Us'. The main content area is split into two panels. The left panel, with a dark blue background, is titled 'Email verification' and indicates 'Step 1 of 10'. It features a 'Back' link, a progress indicator with 10 circles (the first is filled), and a right-pointing arrow. The right panel, with a white background, is titled 'Enter your email'. It contains an introductory paragraph, an 'Email' input field with a red arrow pointing to it, a red-bordered box around the 'I'm not a robot' checkbox, a reCAPTCHA widget, a light blue information box with a privacy notice, a red-bordered 'Next Step' button, and a link for 'I don't have an email'. The footer contains 'Copyright 2023 State of Michigan' and 'Policies'.

Register for MiLogin and CHAMPS

- Enter the Passcode that was sent to the email address.
- Click Next Step.
- If the passcode was not sent select the Resend Passcode link.

The screenshot shows the 'MiLogin for Business' registration interface. The header includes the Michigan state logo, the text 'MiLogin for Business', and links for 'Help' and 'Contact Us'. The main content area is split into two panels. The left panel, with a dark blue background, displays a progress indicator with 10 circles, the second of which is filled. Below this, it says 'Passcode verification' and has a right-pointing arrow. The right panel, with a white background, is titled 'Enter your passcode'. It contains the text 'We have sent you a passcode to your email' above a blurred email address field. Below that is a 'Passcode' label and an empty input field. A red arrow points to this input field. Underneath the input field is a teal button labeled 'Next Step', which is also highlighted with a red border. Below the button is a link for 'Resend Passcode'. The footer of the page contains 'Copyright 2023 State of Michigan' on the left and 'Policies' on the right.

Register for MiLogin and CHAMPS

- Enter the Work Phone number.
- Click Next Step.

The screenshot shows the 'MiLogin for Business' registration interface. The header includes the Michigan state logo and the text 'MiLogin for Business', with 'Help' and 'Contact Us' links on the right. The main content area is split into two panels. The left panel has a dark blue background and displays 'Step 4 of 10' and 'Work phone verification' in large white text. Below this is a progress indicator with ten circles, the fourth of which is filled. A teal arrow points to the right. The right panel has a white background and is titled 'Enter your work phone number'. It contains explanatory text, a 'Work Phone' label, and an empty text input field. A red arrow points to the input field. Below the input field is a light blue information box with an 'i' icon and the text: 'You will receive a passcode via a voice call to your phone to confirm your identity.' At the bottom of the right panel is a teal 'Next Step' button, which is highlighted with a red border. The footer contains 'Copyright 2023 State of Michigan' on the left and 'Policies' on the right.

Register for MiLogin and CHAMPS

- Enter the User's First, optional Middle Initial, and Last name.
- Review the terms and conditions and click the 'I agree' checkbox.
- Click Next Step.

The screenshot shows the 'MiLogin for Business' registration interface. The page is titled 'Profile Information' and is 'Step 3 of 10'. It features a dark blue sidebar on the left with a 'Previous Step' link and a progress indicator showing 10 steps, with the 3rd step highlighted. The main content area is white and contains the following fields:

- Enter your information**
- First Name:
- Middle Initial (Optional):
- Last Name: Suffix (Optional):
- I agree to the Terms & Conditions.
-

Red arrows point to the First Name, Last Name, and Suffix fields. A red box highlights the 'I agree to the Terms & Conditions.' checkbox and the 'Next Step' button. The footer contains 'Copyright 2023 State of Michigan' and 'Policies'.

Register for MiLogin and CHAMPS

- A phone call will be made to the work phone number.
- Enter the Passcode.
- Click Confirm Passcode.
- If the call was missed, click the Resend Passcode to receive another phone call.

MiLogin for Business Help Contact Us

[← Previous Step](#)

Step 5 of 10

Passcode verification

○ ○ ○ ○ ● ○ ○ ○ ○ ○

→

Enter your passcode

We have sent you a passcode via a voice call to your **work phone** ending with [REDACTED]

Passcode

1230 -

Confirm Passcode

Resend Passcode

Copyright 2023 State of Michigan Policies

Register for MiLogin and CHAMPS

- Enter the mobile phone number.
 - This is an optional step and can be completed later by clicking the 'Skip this for now' link.
- Click Next Step.

The screenshot shows the 'MiLogin for Business' registration interface. The page title is 'MiLogin for Business' with a Michigan state icon. Navigation links for 'Help' and 'Contact Us' are in the top right. The main content area is split into a dark blue left sidebar and a white right panel. The sidebar contains a '< Previous Step' link, 'Step 6 of 10', the title 'Mobile phone verification', and a progress indicator with 10 circles, the 6th being filled. A green arrow points right from the sidebar. The right panel has the heading 'Enter your mobile phone number', explanatory text, a 'Mobile Phone' label, an input field with a red arrow pointing to it, an information box with text about work phone verification, a 'Next Step' button with a red border, and a 'Skip this for now' link. The footer contains 'Copyright 2023 State of Michigan' and 'Policies'.

Register for MiLogin and CHAMPS

- Select either the Text Message or Voice Call verification method.

MiLogin for Business Help Contact Us

[← Previous Step](#)

Step 7 of 10

Verification method

→

Select a verification method

We need to make sure you're really you. Please select a verification method below to confirm your identity.

Text Message
You will receive a passcode via a text message to your **mobile phone** ending with [redacted]

Voice Call
You will receive a passcode via a voice call to your **mobile phone** ending with [redacted]

Copyright 2023 State of Michigan Policies

Register for MiLogin and CHAMPS

- Enter the Passcode sent to the mobile phone number on file.
- Click Confirm Passcode.

MiLogin for Business Help Contact Us

[← Previous Step](#)

Step 8 of 10

Passcode verification

○ ○ ○ ○ ○ ○ ● ○ ○

[→](#)

Enter your passcode

We have sent you a passcode via a text message to your **mobile phone** ending with [REDACTED]

Passcode

1087 -

Confirm Passcode

[Resend Passcode](#)

Copyright 2023 State of Michigan Policies

Register for MiLogin and CHAMPS

- Enter the User ID following the guidelines provided.
- Click Next Step.

The screenshot shows the 'MiLogin for Business' registration interface. The page is titled 'Step 9 of 10' and 'Create your user ID'. On the left, a dark blue panel contains a progress indicator with 10 circles, the 9th of which is filled, and a 'Next Step' button. The right panel contains instructions and guidelines for creating a user ID. A red arrow points to the 'User ID' input field, and another red box highlights the 'Next Step' button.

MiLogin for Business Help Contact Us

[< Previous Step](#)

Step 9 of 10

User ID →

○ ○ ○ ○ ○ ○ ○ ○ ● ○

Create your user ID

The User ID is required to sign in, so choose something that you will remember and also follow our ID guidelines.

ID Guidelines

- ⚠ Must start with your last name and first initial
- ✓ Must end with 4 numbers
- ✓ Must not contain special characters or spaces

User ID

Next Step

Copyright 2023 State of Michigan Policies

Register for MiLogin and CHAMPS

- Create a Password following the guidelines.
- Enter the same password in the Confirm Password field.
- Click Create Account.

The screenshot shows the 'MiLogin for Business' registration interface. The page is titled 'MiLogin for Business' and includes links for 'Help' and 'Contact Us'. The main content area is split into two panels. The left panel, with a dark blue background, shows a progress indicator with 10 circles, the 10th of which is filled with a teal color. Above the circles, it says 'Step 10 of 10' and 'Password' with a teal arrow pointing right. A link for '< Previous Step' is visible. The right panel, with a white background, is titled 'Create your password'. It contains the instruction: 'Choose something secure, but also something you can remember.' Below this are 'Password Guidelines' listed with warning icons: 'Must be at least 8 characters in length', 'Should not be based on your User ID', 'Must contain at least one upper and lower case letters, a number, and a symbol (@#\$!~&)', and 'Confirm password must match new password'. There are two input fields: 'Password' and 'Confirm Password'. Red arrows point to the right side of both input fields. At the bottom of the right panel is a teal 'Create Account' button, which is highlighted with a red border. The footer contains 'Copyright 2023 State of Michigan' and 'Policies'.

Register for MiLogin and CHAMPS

- Your MiLogin account has now been created successfully.
- Your MiLogin Welcome Page will not display any online services.
- Click Request Access.

**Additional MiLogin resources are available by clicking the Help link at the top of the page.*

MiLogin for Business

Home Discover Online Services **Help** Contact Us

Welcome [blurred name]

Access your requested online services and search for more.

Discover Online Services

MiLogin is used to secure many **online services at the State of Michigan**. We are here to ensure your identity is safe and protected.

[Find Services >](#)

Copyright 2023 State of Michigan Policies

Register for MiLogin and CHAMPS

- Filter by Departments and select for Michigan Department of Health and Human Services

OR

- Enter CHAMPS in the search for services box and click Search.
- Click on CHAMPS.

The screenshot shows the 'MiLogin for Business' website. At the top, there is a navigation bar with 'Home', 'Discover Online Services', 'Help', and 'Contact Us'. Below this is a dark blue header with a '< Back to Home' button and the title 'Discover Online Services'. A sub-header reads: 'From renewing vehicle plates to getting food assistance, find and access the services you need.' Below the header is a search bar with the text 'Search for Services' and a search input field containing 'CHAMPS'. A red arrow points to the search input field. To the right of the search bar is a 'Search' button. Below the search bar is a 'Filter by Departments' section with a list of checkboxes for various Michigan departments. The 'Michigan Department of Health & Human Services (MDHHS)' checkbox is highlighted with a red box. To the right of the filter list is a search results panel for 'Michigan Department of Health & Human Services (MDHHS)'. The 'CHAMPS' result is highlighted with a red box. The description for CHAMPS is: 'Community Health Automated Medicaid Processing System is the Michigan Medicaid Management Information System (MMIS). It supports Medicaid provider enrollment and maintenance, beneficiary healthcare eligibility and enrollment, prior authorization, Home Help Electronic Service Verification (ESV), fee-for-service payments and managed care enrollments, payments, and encounters.'

Register for MiLogin and CHAMPS

- Select the CHAMPS user type as 'Provider/Other' option.
- Click Next Step.

Michigan MiLogin for Business Home Discover Online Services Help Contact Us

[← Back](#)

Request Service

→

Additional Information

In order to proceed with your request, please enter additional requested information below.

CHAMPS User Type

Provider/Other

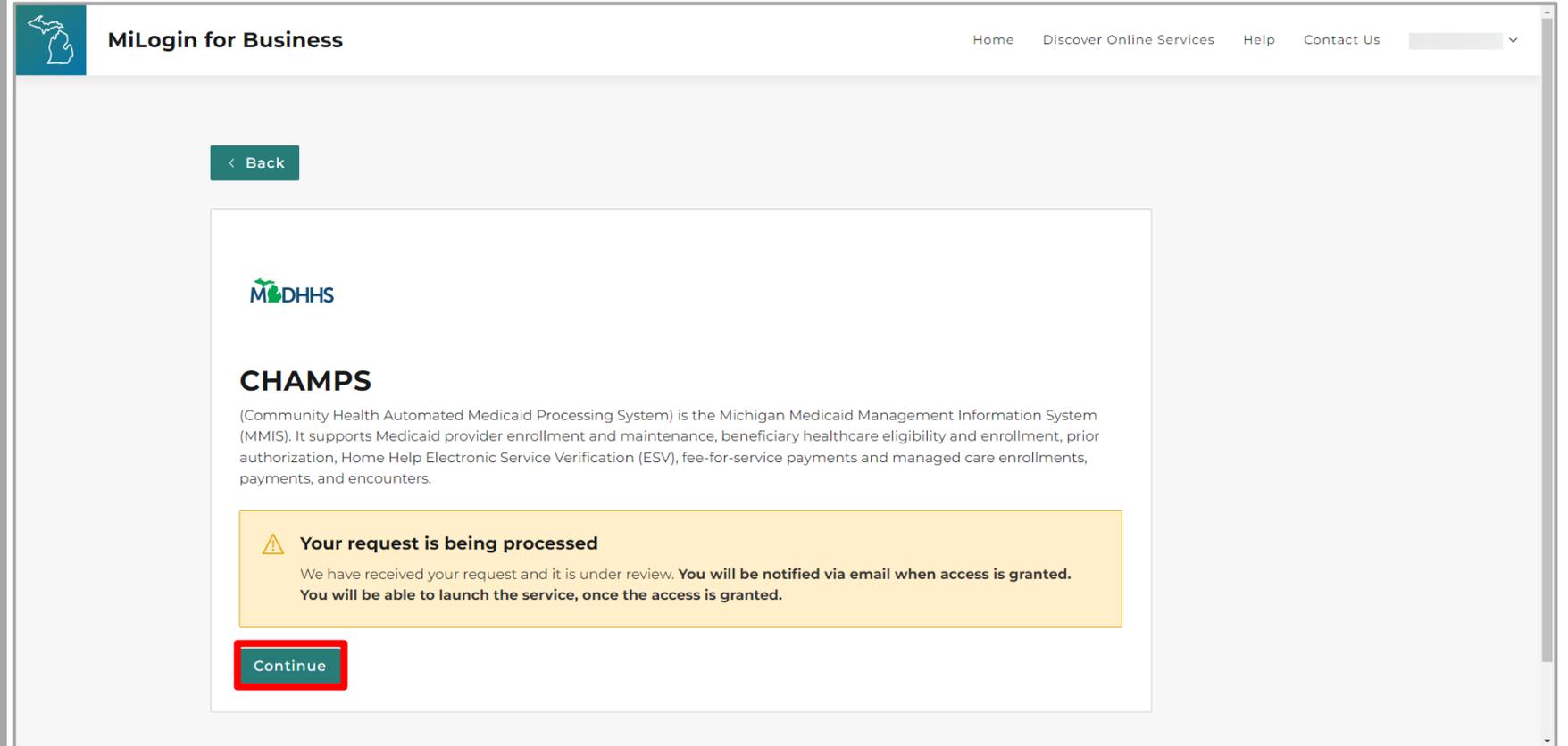
State User Only

Next Step

Copyright 2023 State of Michigan Policies

Register for MiLogin and CHAMPS

- You will be given confirmation that your request has been submitted successfully and is being processed.
- Click the continue to return to the MiLogin Welcome Page.



The screenshot shows the 'MiLogin for Business' website. The header includes the Michigan state logo, the title 'MiLogin for Business', and navigation links for 'Home', 'Discover Online Services', 'Help', and 'Contact Us'. A '< Back' button is visible at the top left of the main content area. The main content area features the 'MIDHHS' logo and the heading 'CHAMPS'. Below the heading is a paragraph describing CHAMPS as the Michigan Medicaid Management Information System (MMIS). A yellow warning box contains the text: 'Your request is being processed. We have received your request and it is under review. You will be notified via email when access is granted. You will be able to launch the service, once the access is granted.' A red-bordered 'Continue' button is located at the bottom of the main content area.

Register for MiLogin and CHAMPS

- You will be directed back to your MiLogin Welcome Page.
- Click the CHAMPS hyperlink.

The screenshot shows the 'MiLogin for Business' website. At the top left is the Michigan state logo. The header includes 'MiLogin for Business' and navigation links: 'Home', 'Discover Online Services', 'Help', and 'Contact Us'. The main content area features a dark blue header with the text 'Welcome [blurred name]' and the subtext 'Access your requested online services and search for more.' Below this, there are two white boxes. The left box contains the MDHHS logo, the text 'Michigan Department of Health & Human Services (MDHHS)', and a 'CHAMPS' link with a right-pointing arrow icon. This arrow icon is highlighted with a red rectangular box. The right box is titled 'Discover Online Services' and contains text explaining MiLogin's security and a 'Find Services >' link. The footer includes 'Copyright 2023 State of Michigan' on the left and 'Policies' on the right.

Register for MiLogin and CHAMPS

- Review the terms and conditions and check the 'I agree to the Terms & Conditions'.
- Click Launch service.

The screenshot shows the 'MiLogin for Business' registration page for CHAMPS. At the top, there is a navigation bar with 'Home', 'Discover Online Services', 'Help', and 'Contact Us'. A 'Back to Home' button is visible in the top left of the main content area. The MDHHS logo is displayed above the 'CHAMPS' heading. Below the heading is a descriptive paragraph about the system. A 'Please accept the Terms and Conditions to continue:' section contains a scrollable 'Terms & Conditions' box. Below this box is a checked checkbox labeled 'I agree to the Terms & Conditions', with a red arrow pointing to it. A 'Launch service' button is highlighted with a red box. The footer contains 'Copyright 2023 State of Michigan' and a 'Policies' link.

MiLogin for Business Home Discover Online Services Help Contact Us

[← Back to Home](#)

MDHHS

CHAMPS

(Community Health Automated Medicaid Processing System) is the Michigan Medicaid Management Information System (MMIS). It supports Medicaid provider enrollment and maintenance, beneficiary healthcare eligibility and enrollment, prior authorization, Home Help Electronic Service Verification (ESV), fee-for-service payments and managed care enrollments, payments, and encounters.

Please accept the Terms and Conditions to continue:

Terms & Conditions

The Michigan Department of Health & Human Services (MDHHS) computer information system (systems) are the property of the State Of Michigan and subject to state and federal laws, rules and regulations. The systems are intended for use only by authorized persons and only for official state business. Systems users are prohibited from using any assigned or entrusted access control mechanisms for any purposes other than those required to perform authorized data exchange with MDHHS. Logon IDs and passwords are never to be shared. Systems users must not disclose any confidential, restricted or sensitive data to unauthorized persons. Systems users will only access information on the systems for which they have authorization. Systems users will not use MDHHS systems for commercial or partisan political purposes. Following industry standards, systems users must securely maintain any

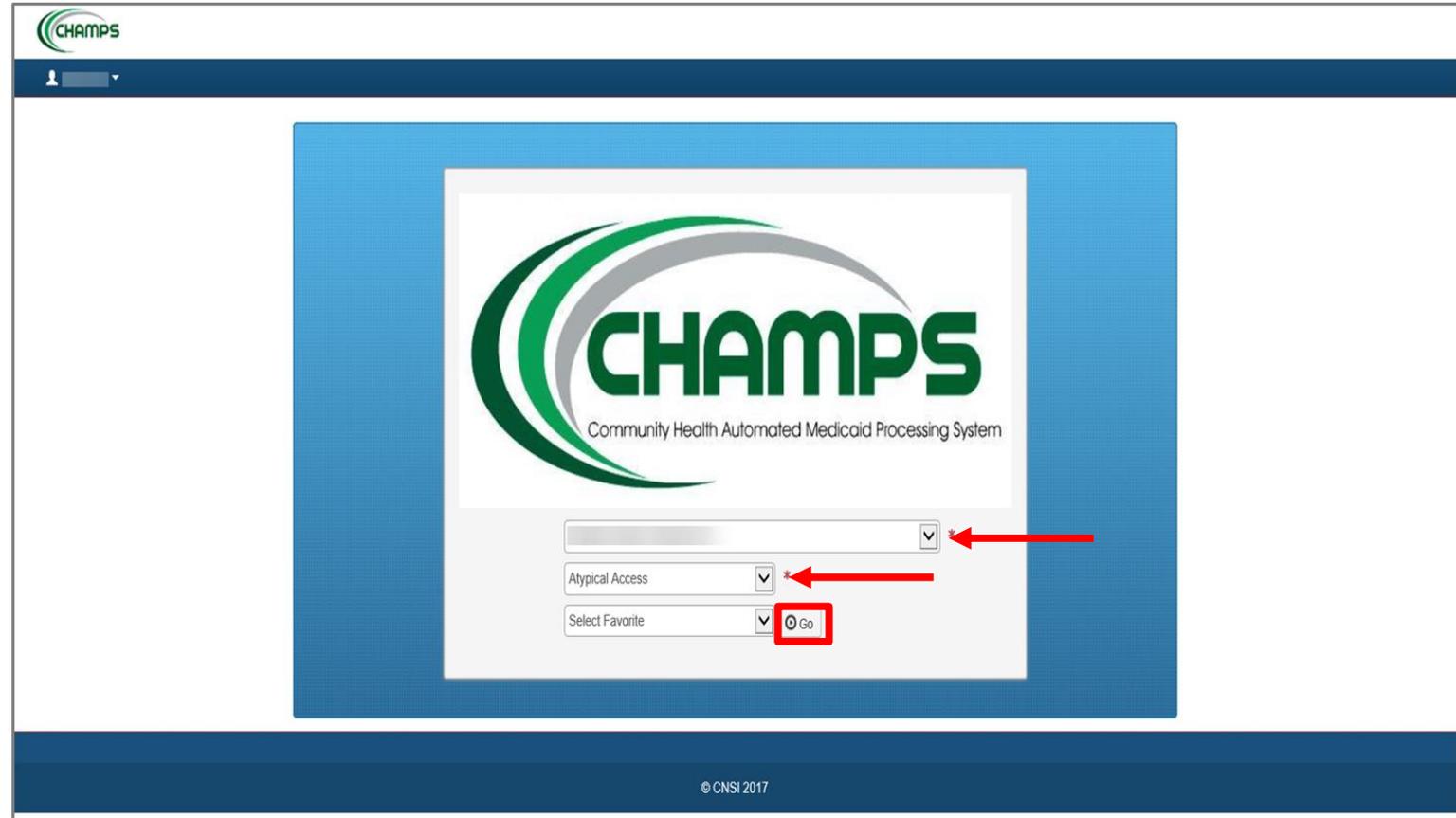
I agree to the Terms & Conditions

Launch service

Copyright 2023 State of Michigan Policies

Register for MiLogin and CHAMPS

- Your Name and Provider ID number will show in the top section
- In the 'Select Profile' drop-down menu, select Atypical Access
- Click go



New Provider Enrollment

Steps on how to complete a new CHAMPS enrollment for an Individual Home Help Provider Type

New Enrollment

- Click on New Enrollment

The screenshot shows the CHAMPS web application interface. At the top left is the CHAMPS logo. A breadcrumb trail shows 'Provider'. The top navigation bar includes 'Note Pad', 'External Links', 'My Favorites', 'Print', and 'Help'. The main content area is titled 'Provider Enrollment' and contains a table with two rows of options:

New Enrollment	Enroll As A New Provider
Track Application	Track Existing Provider Application

The 'New Enrollment' link in the first row is highlighted with a red rectangular box.

New Enrollment

- Click Atypical (non-medical) provider
- Individual will automatically be chosen
- Click Submit

The screenshot shows the CHAMPS web application interface. At the top left is the CHAMPS logo. A navigation bar contains a back arrow, a 'Provider' dropdown menu, and a right-pointing arrow. Below this is a user profile icon and a utility bar with links for 'Note Pad', 'External Links', 'My Favorites', 'Print', and 'Help'. The main content area is titled 'New Enrollment' and features a section for 'Enrollment Type'. The instruction 'Select the Applicable Enrollment Type' is centered above a list of radio button options. The options are: 'Individual/Sole Proprietor' (with a sub-option 'Regular Individual/Sole Proprietor or Rendering/Service Provider'), 'Group Practice (Corporation, Partnership, LLC, etc.)', 'Billing Agent', 'Facility/Agency/Organization (FAO-Hospital, Nursing Facility, Various Entities)', 'Atypical (non-medical) provider (Choose this option if you do not have a NPI)', 'Individual (Driver, Home Help/Personal Care, Carpenter, CTS, etc.)', and 'Agency (Child Care Institution, Home Help/Personal Care Agency, Transportation Company, Local Education Agency etc.)'. The 'Atypical (non-medical) provider' option and its sub-option are highlighted with a red rectangular box. At the bottom left of the form, a 'Submit' button is also highlighted with a red rectangular box.

New Provider Enrollment

- Enter the required information: First Name, Last Name, SSN, Date of Birth, Email, Address, and Zip Code
- Click Validate Address
- Confirm Atypical Individual/Sole Proprietor is listed for Applicant Type
- Click Finish

Print Help

Basic Information: Enter required fields and click Confirm button.

Basic Information

First Name: *
Last Name: *
Suffix:
SSN: *
Date of Birth: *

Middle Initial:
Gender:
Vendor ID:

Applicant Type: Atypical Individual/Sole Proprietor *

Please check this box if you are an individual business: Business

EIN/TIN:
NPI:

Legal Entity Name:
Contact Email Address: *

Email-1: *
Email-2:
Email-3:
Email-4:
Email-5:
Email-6:

Home Address

Please ensure you are providing the home address of this provider. Failure to do so may result in this application/modification being denied.

Address Line 1: *
(Enter Street Address or PO Box Only)
Address Line 2:
Address Line 3:

State/Province: OTHER *
Country: UNITED STATES *

Address Line 2:
City/Town: OTHER *
County: OTHER

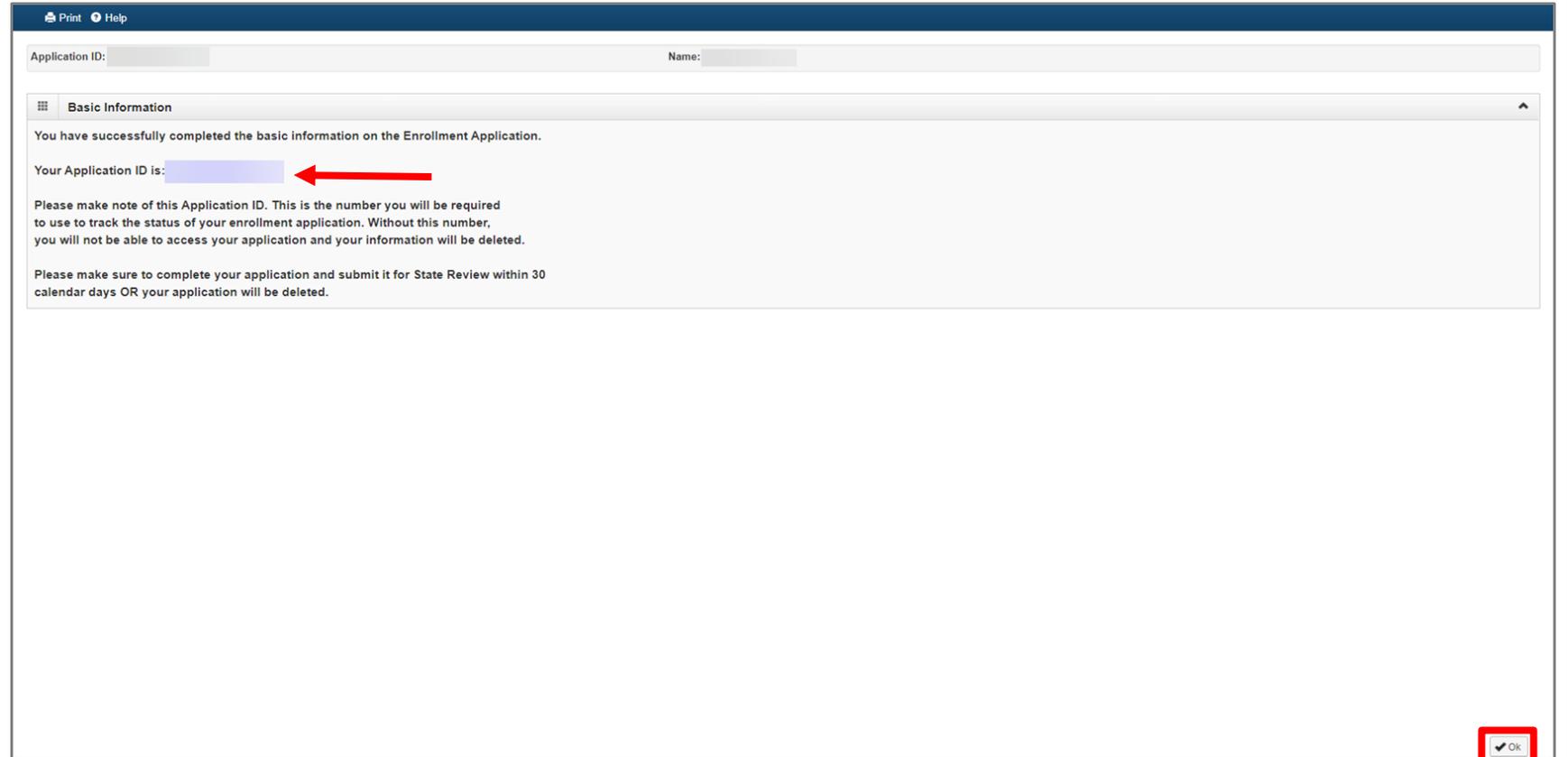
Zip Code: * -

Validate Address

Confirm Finish Cancel

New Provider Enrollment

- Write down the Application ID number for future reference
- Click OK



Print Help

Application ID: _____ Name: _____

Basic Information

You have successfully completed the basic information on the Enrollment Application.

Your Application ID is: _____ ←

Please make note of this Application ID. This is the number you will be required to use to track the status of your enrollment application. Without this number, you will not be able to access your application and your information will be deleted.

Please make sure to complete your application and submit it for State Review within 30 calendar days OR your application will be deleted.

✓ OK

Step 2: Locations

- Click Step 2: Add Locations

Application ID: _____ Name: _____

Close

Enroll Provider - Atypical Individual

Business Process Wizard - Provider Enrollment (Atypical Individual). Click on the Step # under the Step Column.

Step	Required	Start Date	End Date	Status	Step Remark
Step 1: Provider Basic Information	Required	01/04/2023	01/04/2023	Complete	
Step 2: Add Locations	Required			Incomplete	
Step 3: Add Specialties	Required			Incomplete	
Step 4: Associate Billing Provider/Other Associations	Optional			Incomplete	
Step 5: Add License/Certification/Other	Optional			Incomplete	
Step 6: Add Mode of Claim Submission/EDI Exchange	Required			Incomplete	
Step 7: Associate Billing Agent	Optional			Incomplete	
Step 8: Add Taxonomy Details	Optional			Incomplete	
Step 9: Associate MCO Plan	Optional			Incomplete	
Step 10: 835/ERA Enrollment Form	Optional			Incomplete	
Step 11: Upload Documents	Optional			Incomplete	
Step 12: Complete Enrollment Checklist	Required			Incomplete	
Step 13: Submit Enrollment Application for Approval	Required			Incomplete	

View Page: 1 Go Page Count Save to Excel Viewing Page: 1

« First « Prev » Next » Last

Step 2: Locations

- Click Add

The screenshot shows the CHAMPS web application interface. At the top, there is a navigation bar with the CHAMPS logo and a 'Provider' dropdown menu. Below this, there is a breadcrumb trail: 'New Enrollment > Atypical Individual Enrollment'. The main content area is titled 'Locations List' and contains a filter section with a 'Filter By' dropdown, two input fields, and a 'Go' button. To the right of the filter section are 'Save Filters' and 'My Filters' buttons. Below the filter section is a table with the following columns: 'Doing Business As', 'Location Type', 'Location Details', and 'End Date'. The table is currently empty, and a red message 'No Records Found!' is displayed at the bottom of the table area. Above the table, there are 'Close' and 'Add' buttons, with the 'Add' button highlighted by a red box. A tooltip or instruction is visible next to the 'Add' button: 'o add/modify Pay To, Correspondence and Remittance Advice addresses, click on Location Type hyperlink'.

Step 2: Locations

- Enter the required information, indicated by an asterisk (*): Address, Zip Code, Phone Number, and Office Hours
- Click Validate Address
- For Office Hours - use the drop-down arrow to choose the correct times. Make sure to select the hours you are open or choose "Closed"
- Click OK
 - Please Note: Location Type will always be Primary Practice Location.
 - Use your personal residential address for Primary Practice Location.
 - When the Zip Code is added, and Validate Address is selected, the State, City/Town, and County will automatically fill in.

Application ID: _____ Name: _____

For all locations, Correspondence address is required. For Primary Practice Location, Pay-To address is required. Enter Remittance Advice address only to receive a paper Remittance Advice.

Add Provider Location

Location Type: Primary Practice Location *

Doing Business As: _____ End Date: _____

If a department or drawer number is required enter the information in line TWO. (For example: DEPT 222 or DEPARTMENT 222, DRAWR 1111 or DRAWER 1111)
 If an attention line is required, please enter the information in Line THREE. (For example: ATTN: Billing Dept.)

Address Line 1: _____ *
 (Enter Street Address or PO Box Only)

Address Line 2: _____

Address Line 3: _____

City/Town: OTHER *

State/Province: OTHER *

County: OTHER *

Zip Code: _____ Validate Address

Phone Number: _____ *
 Area: _____

Fax Number: _____

Email Address: _____

Web Page: _____

Communication Preference: _____

Please enter the hours your office is open for each day. If you are closed on a given day select "Closed" in the "Open At" drop down.

Day:	Open At:	AM/PM	Close At:	AM/PM	Day:	Open At:	AM/PM	Close At:	AM/PM
Sunday:	▼ *	AM PM	▼ *	AM PM	Thursday:	▼ *	AM PM	▼ *	AM PM
Monday:	▼ *	AM PM	▼ *	AM PM	Friday:	▼ *	AM PM	▼ *	AM PM
Tuesday:	▼ *	AM PM	▼ *	AM PM	Saturday:	▼ *	AM PM	▼ *	AM PM
Wednesday:	▼ *	AM PM	▼ *	AM PM					

Handicap Accessible: No

OK Cancel

Step 2: Locations

- Click Primary Practice Location
 - Please Note: You are still in Step 2: Add Locations.

The screenshot displays the CHAMPS web application interface. At the top, there is a navigation bar with the CHAMPS logo and a 'Provider' dropdown menu. Below the navigation bar, there are utility links for 'Note Pad', 'External Links', 'My Favorites', 'Print', and 'Help'. The main content area shows the 'New Enrollment > Atypical Individual Enrollment' path. Below this, there are fields for 'Application ID' and 'Name'. A message states: 'To add/modify Pay To, Correspondence and Remittance Advice addresses, click on Location Type hyperlink'. The 'Locations List' table is the central focus, with columns for 'Doing Business As', 'Location Type', 'Location Details', and 'End Date'. The 'Primary Practice Location' entry is highlighted with a red box. The table also includes a 'Filter By' section, a 'Go' button, and a 'Save Filters' button. At the bottom of the table, there are controls for 'View Page: 1', 'Page Count', 'Save to Excel', and 'Viewing Page: 1'.

Step 2: Locations

- Click Add Address

Application ID: Name:

To add additional addresses, click "Add Address" button.

Location Details

Doing Business As: Location Code: 1 Location Type: Primary Practice Location

Phone Number: * Extn: Fax Number: Email Address:

Web Page: Communication Preference:

Please enter the hours your office is open for each day. If you are closed on a given day select "Closed" in the "Open At" drop down.

Day	Open At	AM/PM	Close At	AM/PM	Day	Open At	AM/PM	Close At	AM/PM
Sunday	Close	AM PM		AM PM	Thursday	08:00	AM PM	10:00	AM PM
Monday	Close	AM PM		AM PM	Friday	Close	AM PM		AM PM
Tuesday	Close	AM PM		AM PM	Saturday	Close	AM PM		AM PM
Wednesday	Close	AM PM		AM PM					

Handicap Accessible:

Accept 835(reported at EIN/TIN level):

Language(s) Spoken:

End Date:

Address List

Address Type	Address	End Date
<input type="checkbox"/> Location	<input type="text"/>	12/31/2999

View Page: 1 Viewing Page: 1

Step 2: Locations

- In the Type of Address drop-down menu, select Correspondence
 - Please note: Fill in the address where you would like to receive your Home Help mail.
- If the address is the same as the one entered previously, select Copy This Location Address next to Location Address
- Click OK

The screenshot shows a web form titled "Add Provider Location Address". At the top, there are fields for "Application ID:" and "Name:". Below this is a section for "Type of Address:" with a dropdown menu currently set to "--SELECT--". A red box highlights this dropdown, and a red arrow points to the "Copy This Location Address" radio button. The form includes several text input fields for "Address Line 1", "Address Line 2", "Address Line 3", "State/Province", and "Country". There are also dropdown menus for "City/Town" and "County", and a "Zip Code" field with a "Validate Address" button. At the bottom right, there are "OK" and "Cancel" buttons, with the "OK" button highlighted by a red box.

Step 2: Locations

- Notice the Correspondence and Location now have addresses
- Click **Add Address** one more time to add a **Pay To** address

The screenshot displays the CHAMPS Provider interface for editing a location. The top navigation bar includes the CHAMPS logo, a 'Provider' dropdown, and utility links like 'Note Pad', 'External Links', 'My Favorites', 'Print', and 'Help'. The breadcrumb trail shows 'New Enrollment > Atypical Individual Enrollment > General'. The main form area is titled 'Location Details' and contains fields for 'Doing Business As', 'Phone Number', 'Web Page', 'Location Code' (set to 1), 'Fax Number', 'Location Type' (Primary Practice Location), 'Email Address', and 'Communication Preference'. A section for office hours is titled 'Please enter the hours your office is open for each day. If you are closed on a given day select "Closed" in the "Open At" drop down.' It includes a table with columns for Day, Open At, AM/PM, Close At, and AM/PM for each day of the week. Below this are fields for 'Handicap Accessible', 'Accept 835', 'Language(s) Spoken', and 'End Date'. At the bottom, the 'Address List' section features a red-bordered 'Add Address' button and a table with columns for 'Address Type', 'Address', and 'End Date'. The table shows two entries: 'Correspondence' and 'Location', both with an end date of 12/31/2999. A footer bar contains 'Delete', 'View Page: 1', 'Go', 'Page Count', 'Save to Excel', and 'Viewing Page: 1'.

Day	Open At	AM/PM	Close At	AM/PM	Day	Open At	AM/PM	Close At	AM/PM
Sunday	Close	AM/PM		AM/PM	Thursday	08:00	AM/PM	10:00	AM/PM
Monday	Close	AM/PM		AM/PM	Friday	Close	AM/PM		AM/PM
Tuesday	Close	AM/PM		AM/PM	Saturday	Close	AM/PM		AM/PM
Wednesday	Close	AM/PM		AM/PM					

Step 2: Locations

- From the Type of Address drop-down menu, select Pay To
- If the address is the same as the one entered previously, select Copy This Location Address next to the Location Address
- Click OK

The screenshot shows a web application window titled "Add Provider Location Address". At the top, there are fields for "Application ID:" and "Name:". Below this is a section for "Type of Address:" with a dropdown menu currently set to "--SELECT--". A red box highlights this dropdown, and a red arrow points to the "Copy This Location Address" radio button. Below the radio button is a text instruction: "If a department or drawer number is required enter the information in line TWO.(For example: DEPT 222 or DEPARTMENT 222, DRAWR 1111 or DRAWER 1111) If an attention line is required, please enter the information in Line THREE. (For example: ATTN: Billing Dept.)". The form contains several input fields: "Address Line 1:" (with a note "(Enter Street Address or PO Box Only)"), "Address Line 2:", "Address Line 3:", "State/Province:" (dropdown), "Country:" (dropdown), "City/Town:" (dropdown), "County:" (dropdown), and "Zip Code:" (with a "Validate Address" button). At the bottom right, there are "OK" and "Cancel" buttons, with the "OK" button highlighted by a red box.

Step 2: Locations

- Notice the Correspondence, Location, and Pay To address types all have addresses
- Click Save
- Click Close on the next two screens to go back to the list of steps (not shown)

Application ID: [] Name: []

to add additional addresses, click "Add Address" button.

Location Details

Doing Business As: [] Location Code: 1 Location Type: Primary Practice Location

Phone Number: [] * Extn: [] Fax Number: [] Email Address: []

Web Page: [] Communication Preference: []

Please enter the hours your office is open for each day. If you are closed on a given day select "Closed" in the "Open At" drop down.

Day:	Open At:	AM/PM	Close At:	AM/PM	Day:	Open At:	AM/PM	Close At:	AM/PM
Sunday:	Close *	AM PM *	[] *	AM PM *	Thursday:	08:00 *	AM PM *	10:00 *	AM PM *
Monday:	Close *	AM PM *	[] *	AM PM *	Friday:	Close *	AM PM *	[] *	AM PM *
Tuesday:	Close *	AM PM *	[] *	AM PM *	Saturday:	Close *	AM PM *	[] *	AM PM *
Wednesday:	Close *	AM PM *	[] *	AM PM *					

Handicap Accessible: No

Accept 835(reported at EIN/TIN level): No

Language(s) Spoken: English Arabic Chinese

End Date: 12/31/2999

Address List

Address Type	Address	End Date
<input type="checkbox"/> Correspondence	[]	12/31/2999
<input type="checkbox"/> Location	[]	12/31/2999
<input type="checkbox"/> Pay To	[]	12/31/2999

View Page: 1 Page Count Save to Excel Viewing Page: 1

Step 3: Add Specialties

- Click Step 3: Add Specialties

Application ID: [] Name: []

Close

Enroll Provider - Atypical Individual

Business Process Wizard - Provider Enrollment (Atypical Individual). Click on the Step # under the Step Column.

Step	Required	Start Date	End Date	Status	Step Remark
Step 1: Provider Basic Information	Required	01/04/2023	01/04/2023	Complete	
Step 2: Add Locations	Required	01/04/2023	01/04/2023	Complete	
Step 3: Add Specialties	Required			Incomplete	
Step 4: Associate Billing Provider/Other Associations	Optional			Incomplete	
Step 5: Add License/Certification/Other	Optional			Incomplete	
Step 6: Add Mode of Claim Submission/EDI Exchange	Required			Incomplete	
Step 7: Associate Billing Agent	Optional			Incomplete	
Step 8: Add Taxonomy Details	Optional			Incomplete	
Step 9: Associate MCO Plan	Optional			Incomplete	
Step 10: 835/ERA Enrollment Form	Optional			Incomplete	
Step 11: Upload Documents	Optional			Incomplete	
Step 12: Complete Enrollment Checklist	Required			Incomplete	
Step 13: Submit Enrollment Application for Approval	Required			Incomplete	

View Page: 1 | Page Count | Save to Excel | Viewing Page: 1 | First | Prev | Next | Last

Step 3: Add Specialties

- Click Add

The screenshot displays the CHAMPS web application interface. At the top, the CHAMPS logo is visible on the left, and navigation links for 'Note Pad', 'External Links', 'My Favorites', 'Print', and 'Help' are on the right. Below the header, the breadcrumb trail reads 'New Enrollment > Atypical Individual Enrollment'. The main content area features a form with 'Application ID:' and 'Name:' fields. Below these fields are 'Close' and 'Add' buttons, with the 'Add' button highlighted by a red box. The 'Specialty/Subspecialty List' section includes a 'Filter By' dropdown, two input fields, and a 'Go' button. To the right of the filter section are 'Save Filters' and 'My Filters' buttons. A table with the following columns is shown: 'Specialty/Subspecialty', 'Provider Type', and 'End Date'. The table is currently empty, and a red message 'No Records Found!' is displayed below the table header.

Step 3: Add Specialties

- In the **Provider Type** drop-down menu, select **Atypical Individual**
- In the **Specialty** drop-down menu, select **Home Help Individual**
- Click **OK**

Application ID: _____ Name: _____

Add Specialty/Subspecialty

Location: 01- *
Provider Type: ATYPICAL INDIVIDUAL *
Specialty: HOME HELP INDIVIDUAL *
End Date: _____

Add Subspecialty

Available Subspecialties: _____
Associated Subspecialties *: No Subspecialty

»
«

OK Cancel

Step 3: Add Specialties

- Click Close

The screenshot displays the CHAMPS web application interface. At the top, there is a navigation bar with the CHAMPS logo and a 'Provider' dropdown menu. Below this, a breadcrumb trail shows 'New Enrollment > Atypical Individual Enrollment'. The main content area is titled 'Specialty/Subspecialty List' and includes a 'Filter By' section with a dropdown menu and a 'Go' button. A table lists the specialties, with one entry selected: 'HOME HELP INDIVIDUAL/No Subspecialty'. The table columns are 'Specialty/Subspecialty', 'Provider Type', and 'End Date'. The 'Provider Type' is 'ATYPICAL INDIVIDUAL' and the 'End Date' is '12/31/2999'. Below the table, there are controls for 'Delete', 'View Page: 1', 'Page Count', 'Save to Excel', and 'Viewing Page: 1'. A 'Close' button is highlighted with a red box, and an 'Add' button is also visible.

Step 12: Complete Enrollment Checklist

- Click Step 12: Complete Enrollment Checklist

Application ID: _____ Name: _____

Close

Enroll Provider - Atypical Individual

Business Process Wizard - Provider Enrollment (Atypical Individual). Click on the Step # under the Step Column.

Step	Required	Start Date	End Date	Status	Step Remark
Step 1: Provider Basic Information	Required	01/04/2023	01/04/2023	Complete	
Step 2: Add Locations	Required	01/04/2023	01/04/2023	Complete	
Step 3: Add Specialties	Required	01/04/2023	01/04/2023	Complete	
Step 4: Associate Billing Provider/Other Associations	Optional			Incomplete	
Step 5: Add License/Certification/Other	Optional			Complete	
Step 6: Add Mode of Claim Submission/EDI Exchange	Optional			Incomplete	
Step 7: Associate Billing Agent	Optional			Incomplete	
Step 8: Add Taxonomy Details	Optional			Incomplete	
Step 9: Associate MCO Plan	Optional			Incomplete	
Step 10: 835/ERA Enrollment Form	Optional			Incomplete	
Step 11: Upload Documents	Optional			Incomplete	
Step 12: Complete Enrollment Checklist	Required			Incomplete	
Step 13: Submit Enrollment Application for Approval	Required			Incomplete	

View Page: 1 Go Page Count Save to Excel Viewing Page: 1 << First < Prev > Next >> Last

Step 12: Complete Enrollment Checklist

- Answer all the Provider Checklist questions by choosing Yes or No from each drop-down menu in the Answer column. If an answer is required, choose Yes and put the answer in the Comments.
- Click Save.
- Click Close.
 - Please Note: The County Name, Worker Name, and Clients Name will need to be included in the comments box on the appropriate question

The screenshot shows the CHAMPS Provider Checklist form. At the top, there is a navigation bar with the CHAMPS logo and a 'Provider' dropdown menu. Below the navigation bar, there is a breadcrumb trail: 'New Enrollment > Atypical Individual Enrollment > Provider Check List'. The form contains several input fields for 'Application ID' and 'Name'. Below these fields, there are 'Close' and 'Save' buttons, both highlighted with a red box. The main section of the form is titled 'Provider Checklist' and contains a table with two columns: 'Question' and 'Answer'. The 'Answer' column is highlighted with a red box and contains a list of 'Not Completed' dropdown menus. At the bottom of the form, there is a 'View Page: 1' section with 'Go', 'Page Count', and 'Save to Excel' buttons, and a 'Viewing Page: 1' section with 'First', 'Prev', 'Next', and 'Last' navigation buttons.

Step 13: Submit Enrollment Application for Approval

- Click Step 13: Submit Enrollment Application for Approval

Application ID: Name:

[Close](#)

Enroll Provider - Atypical Individual

Business Process Wizard - Provider Enrollment (Atypical Individual). Click on the Step # under the Step Column.

Step	Required	Start Date	End Date	Status	Step Remark
Step 1: Provider Basic Information	Required	01/04/2023	01/04/2023	Complete	
Step 2: Add Locations	Required	01/04/2023	01/04/2023	Complete	
Step 3: Add Specialties	Required	01/04/2023	01/04/2023	Complete	
Step 4: Associate Billing Provider/Other Associations	Optional			Incomplete	
Step 5: Add License/Certification/Other	Optional			Complete	
Step 6: Add Mode of Claim Submission/EDI Exchange	Optional			Incomplete	
Step 7: Associate Billing Agent	Optional			Incomplete	
Step 8: Add Taxonomy Details	Optional			Incomplete	
Step 9: Associate MCO Plan	Optional			Incomplete	
Step 10: 835/ERA Enrollment Form	Optional			Incomplete	
Step 11: Upload Documents	Optional			Incomplete	
Step 12: Complete Enrollment Checklist	Required	01/04/2023	01/04/2023	Complete	
Step 13: Submit Enrollment Application for Approval	Required			Incomplete	

View Page: 1 Page Count Viewing Page: 1

Step 13: Submit Enrollment Application for Approval

- Click Next. By clicking the Next button, you “agree that the information submitted as part of the application is correct (Private and Confidential)”

The screenshot displays the CHAMPS web application interface. At the top, there is a navigation bar with the CHAMPS logo and a 'Provider' dropdown menu. Below this, a breadcrumb trail shows 'New Enrollment > Atypical Individual Enrollment'. The main content area is divided into several sections:

- Application ID:** A text input field with a 'Name:' label to its right.
- Buttons:** A 'Close' button and a 'Next' button, with the 'Next' button highlighted by a red box.
- Final Submission:** A section containing an 'Application ID:' field, an 'EnrollmentType: Atypical Individual Provider' label, and a paragraph of text: 'The information submitted for enrollment shall be verified and reviewed by the State. During this time, any changes to the information shall not be accepted. I agree that the information submitted as a part of the application is correct (Private and Confidential).'
- Application Document Checklist:** A table with columns for 'Forms/Documents', 'Special Instructions', 'Source', and 'Required'. The table is currently empty, with a red message 'No Records Found!' displayed below it.

Step 13: Submit Enrollment Application for Approval

- Read the Terms and Conditions Atypical Enrollment statement
- Check the box at the bottom of the page indicating you have read and agree to the terms
- Click Submit Application

The screenshot displays the CHAMPS web application interface. The top navigation bar includes the CHAMPS logo, a 'Provider' dropdown menu, and utility links for 'Note Pad', 'External Links', 'My Favorites', 'Print', and 'Help'. The breadcrumb trail shows 'New Enrollment > Atypical Individual Enrollment'. The main content area is titled 'Terms and Conditions Atypical Enrollment' and contains a list of 28 numbered terms and conditions. A red box highlights the 'Submit Application' button at the top of the terms section. At the bottom of the page, there is a checkbox and the text: 'By checking this, I acknowledge that I have read the terms and agreement and I agree to fully comply with all program requirements.'

Step 13: Submit Enrollment Application for Approval

- If you have not taken note of your Application Number, please do so for tracking purposes
- Click Close and close out of the application

Application ID: _____ Name: _____

Your Application Number [redacted] has been successfully submitted for State review. Return with this application number to track the status of your application. ✕

Close

Enroll Provider - Atypical Individual

Business Process Wizard - Provider Enrollment (Atypical Individual). Click on the Step # under the Step Column.

Step	Required	Start Date	End Date	Status	Step Remark
Step 1: Provider Basic Information	Required	01/04/2023	01/04/2023	Complete	
Step 2: Add Locations	Required	01/04/2023	01/04/2023	Complete	
Step 3: Add Specialties	Required	01/04/2023	01/04/2023	Complete	
Step 4: Associate Billing Provider/Other Associations	Optional			Incomplete	
Step 5: Add License/Certification/Other	Optional			Complete	
Step 6: Add Mode of Claim Submission/EDI Exchange	Optional			Incomplete	
Step 7: Associate Billing Agent	Optional			Incomplete	
Step 8: Add Taxonomy Details	Optional			Incomplete	
Step 9: Associate MCO Plan	Optional			Incomplete	
Step 10: 835/ERA Enrollment Form	Optional			Incomplete	
Step 11: Upload Documents	Optional			Incomplete	
Step 12: Complete Enrollment Checklist	Required	01/04/2023	01/04/2023	Complete	
Step 13: Submit Enrollment Application for Approval	Required	01/04/2023	01/04/2023	Complete	

View Page: 1 Go Page Count Save to Excel Viewing Page: 1 << First Prev Next >> Last

Tracking Your Application

How to track the status of your application

MILogin and CHAMPS

- Open your web browser (e.g. Internet Explorer, Google Chrome, Mozilla Firefox, etc.)
- Enter <https://milogintp.Michigan.gov> into the search bar
- Enter your User ID and Password and click **Login**

Michigan.gov

HELP CONTACT US

MILogin for Third Party

User ID

Password

LOGIN

Don't have an account?

SIGN UP

[Forgot your User ID?](#) [Need Help?](#) [Forgot your password?](#)

Copyright 2015-2023 State of Michigan

MILogin and CHAMPS

- You will be directed to the MILogin Home Page
- Click the CHAMPS hyperlink

 Michigan.gov HELP CONTACT US

MILogin for Third Party

[HOME](#) [REQUEST ACCESS](#) [UPDATE PROFILE](#) [SECURITY OPTIONS](#) [CHANGE PASSWORD](#) [LOGOUT](#)

Home Page

 Your password will expire in **48** days

Access your applications by clicking on the application links below

 **Michigan Department of Health & Human Services (MDHHS)**

CHAMPS

MILogin and CHAMPS

- Click the 'Acknowledge/Agree' button to accept the Terms & Conditions to get into CHAMPS

The screenshot shows the Michigan.gov MILogin for Third Parties page. A modal window titled "Terms & Conditions" is open, displaying the following text:

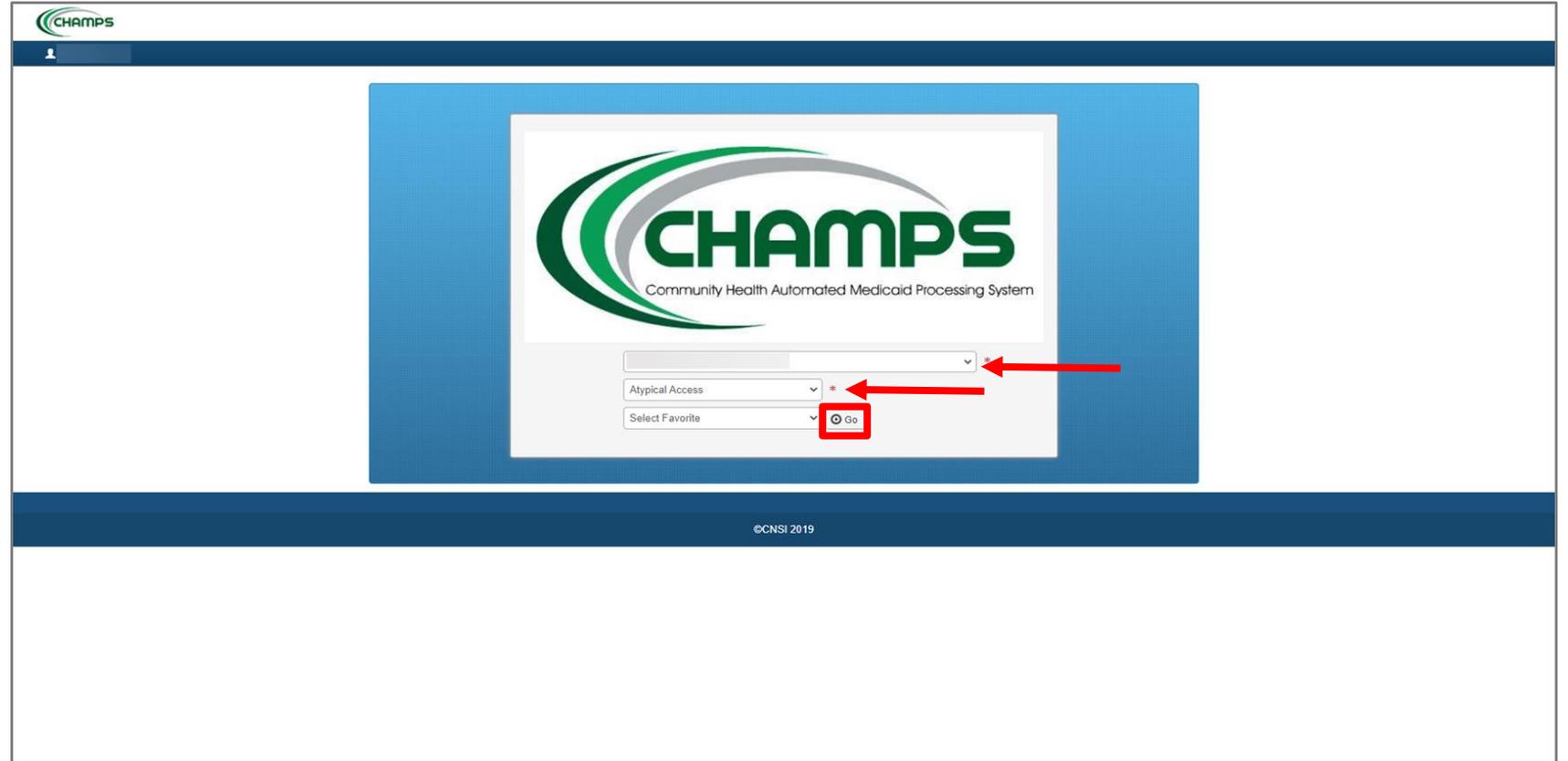
CHAMPS

Terms & Conditions
The Michigan Department of Health & Human Services (MDHHS) computer information system (systems) are the property of the State Of Michigan and subject to state and federal laws, rules and regulations. The systems are intended for use only by authorized persons and only for official state business. Systems users are prohibited from using any assigned or entrusted access control mechanisms for any purposes other than those required to perform authorized data exchange with MDHHS. Logon IDs and passwords are never to be shared. Systems users must not disclose any confidential, restricted or sensitive data to unauthorized persons. Systems users will only access information on the systems for which they have authorization. Systems users will not use MDHHS systems for commercial or partisan political purposes. Following industry standards, systems users must securely maintain any information downloaded, printed, or removed in any format from the systems. When no longer needed, this information must be destroyed in an appropriate manner specific to the format type. All users of the systems give their expressed consent to the monitoring of their activities on the systems. If such monitoring reveals possible evidence of unauthorized or criminal activity, the evidence may be provided to administrative or law enforcement officials for disciplinary action and/or prosecution. By accessing information provided by the Michigan Department of Health & Human Services computer information systems and clicking on the button below, I acknowledge and agree to abide by all governing privacy and security terms,

At the bottom of the modal, there are two buttons: "CANCEL ✕" and "Acknowledge/Agree". The "Acknowledge/Agree" button is highlighted with a red border.

MILogin and CHAMPS

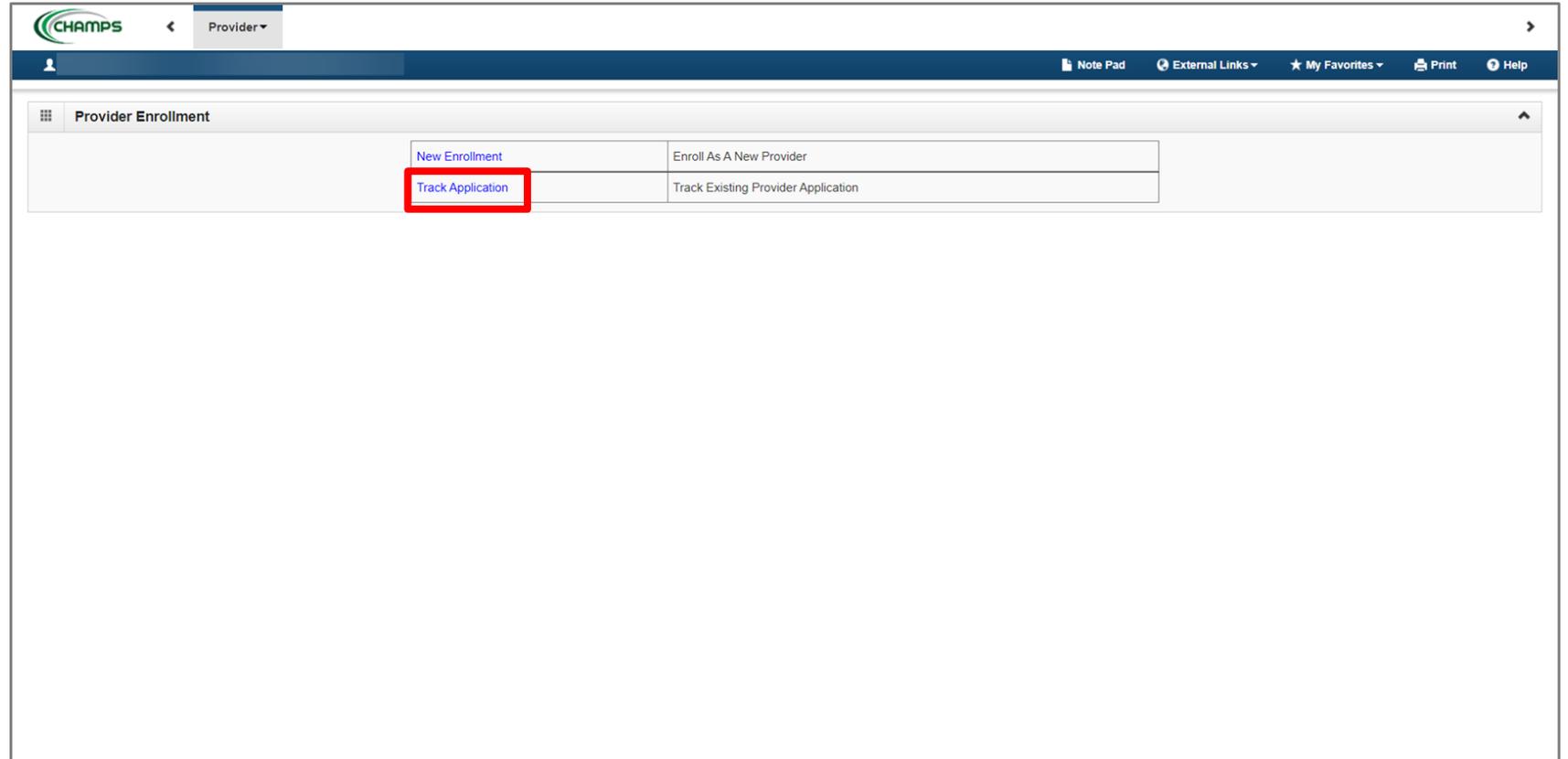
- The Provider ID and Name will show in the top drop-down menu
- In the Select Profile drop-down menu, select Atypical Access
- Click Go



The screenshot shows the CHAMPS login interface. At the top left is the CHAMPS logo. Below it is a user profile icon. The main content area features a large CHAMPS logo with the text "Community Health Automated Medicaid Processing System". Below the logo is a login form with three dropdown menus: a top menu for Provider ID and Name, a middle menu for "Atypical Access" (with an asterisk next to it), and a bottom menu for "Select Favorite". A red box highlights the "Go" button, and three red arrows point to the three dropdown menus. At the bottom of the page, the text "©CNSI 2019" is visible.

Tracking Your Application

- To check the status of your application, from the CHAMPS Homepage click the **Track Application** hyperlink



The screenshot shows the CHAMPS web application interface. At the top left is the CHAMPS logo. A navigation bar contains a 'Provider' dropdown menu. The right side of the navigation bar includes links for 'Note Pad', 'External Links', 'My Favorites', 'Print', and 'Help'. Below the navigation bar is a 'Provider Enrollment' section with a table of options:

New Enrollment	Enroll As A New Provider
Track Application	Track Existing Provider Application

The 'Track Application' link in the second row is highlighted with a red rectangular border.

Tracking Your Application

- Enter your Application ID
- Click Next

The screenshot displays the CHAMPS web application interface. At the top, there is a navigation bar with the CHAMPS logo, a 'Provider' dropdown menu, and utility icons for 'Note Pad', 'External Links', 'My Favorites', 'Print', and 'Help'. Below the navigation bar, the page title is 'Track Application'. A toolbar contains 'Close' and 'Next' buttons, with the 'Next' button highlighted in red. The main content area is divided into two sections:

- Track Existing Application:** This section contains the instruction 'Please provide the Application ID to track your application.' and a text input field labeled 'Application ID:'. The input field and the 'Next' button are both highlighted with red boxes.
- Request Access to Home Help Provider Info:** This section contains the instruction 'Click the below link if you are an Existing Home Help Individual or Agency accessing CHAMPS system for the first time, provide the Application ID to track your application.' and a blue hyperlink labeled 'Home Help Providers requesting access to their Information.'

Tracking Your Application

- Enter your Social Security Number, Date of Birth and Home Zip Code
- Click Submit

The screenshot shows the CHAMPS Provider portal interface. At the top, there is a navigation bar with the CHAMPS logo and a 'Provider' dropdown menu. Below this is a breadcrumb trail: 'Track Application'. A secondary navigation bar contains links for 'Close', 'Submit', 'Note Pad', 'External Links', 'My Favorites', 'Print', and 'Help'. The main content area is titled 'Verify Application Details'. Below this title, there is a section for additional security information. The text reads: 'For Additional security, please enter following information:'. Below this text are three input fields: 'SSN: [input field] *', 'Date Of Birth: [input field] *', and 'Home Zip Code: [input field] *'. The 'Submit' button in the secondary navigation bar and the three input fields are highlighted with red boxes.

Tracking Your Application

- A text box at the top will confirm the status of your application. If you do not see this statement, you have not completed and submitted the application to the state for review. Please complete all required steps to submit.

CHAMPS Provider

Track Application > Atypical Individual Enrollment

Application ID: [] Name: []

Your application is currently In-Review by the Provider Enrollment Unit. You cannot make any modifications to your enrollment information at this time.

Close

Enroll Provider - Atypical Individual

Business Process Wizard - Provider Enrollment (Atypical Individual). Click on the Step # under the Step Column.

Step	Required	Start Date	End Date	Status	Step Remark
Step 1: Provider Basic Information	Required	01/04/2023	01/04/2023	Complete	
Step 2: Add Locations	Required	01/04/2023	01/04/2023	Complete	
Step 3: Add Specialties	Required	01/04/2023	01/04/2023	Complete	
Step 4: Associate Billing Provider/Other Associations	Optional			Incomplete	
Step 5: Add License/Certification/Other	Optional			Complete	
Step 6: Add Mode of Claim Submission/EDI Exchange	Optional			Incomplete	
Step 7: Associate Billing Agent	Optional			Incomplete	
Step 8: Add Taxonomy Details	Optional			Incomplete	
Step 9: Associate MCO Plan	Optional			Incomplete	
Step 10: 835/ERA Enrollment Form	Optional			Incomplete	
Step 11: Upload Documents	Optional			Incomplete	
Step 12: Complete Enrollment Checklist	Required	01/04/2023	01/04/2023	Complete	
Step 13: Submit Enrollment Application for Approval	Required	01/04/2023	01/04/2023	Complete	

View Page: 1 [Go] Page Count Save to Excel Viewing Page: 1 << First < Prev > Next >> Last

Application Approved

Once the Application is Approved:

- Providers will receive an approval letter. The approval letter will go to the Correspondence Address you provided.
- You will be able to access CHAMPS to submit your Electronic Service Verification (ESV) Log.
- To learn how to record your services, see the Electronic Service Verification (ESV) Log Instructions at: https://www.michigan.gov/mdhhs/-/media/Project/Websites/mdhhs/Folder1/Folder2/Folder1/ESV_Instructions_04012022.pdf

Provider Resources



MDHHS Home Help Provider website:
www.Michigan.gov/HomeHelp



Provider Support:

ProviderSupport@Michigan.gov

1-800-979-4662



Thank you for participating in the Michigan Medicaid Program